

## **RFQ Limited English Proficient (LEP) Pathway**

### **Exhibit D-2**

#### **Statement of Work**

#### **English as a Second Language (ESL)**

##### **1. Purpose**

The purpose of this service is to provide English as a Second Language (ESL) for LEP Pathway participants to assist them to gain language skills necessary to obtain and maintain employment.

##### **2. Participant Eligibility**

The Contractor shall provide services to Washington State residents who are:

- a. LEP TANF parents and RCA participants who have been referred by DSHS;
- b. Individuals age 16 and older who have not naturalized as US citizens and have current status as a:
  - (1) Refugee;
  - (2) Asylee;
  - (3) Victim of human trafficking;
  - (4) Amerasian;
  - (5) Cuban-Haitian entrant; or
  - (6) Iraqi or Afghan Special Immigrants and their eligible family members.

##### **3. Qualification Requirements**

- a. The Contractor shall ensure that ESL instruction be provided by ESL instructor(s) having the following:
  - (1) A Bachelor's degree in Linguistics, Liberal Studies or Liberal Arts with an ESL, Teaching English to Speakers of Other Languages (TESOL) or Adult Education endorsement; or
  - (2) Credentials that are approved by a community college or by the ORIA Program Manager.
- b. The Contractor shall ensure that ESL assessment scoring is performed by staff who are Comprehensive Adult Student Assessment System (CASAS) qualified and have knowledge and experience in applying Washington State Learning Standards skill indicators for writing and speaking testing. (Proof of CASAS Implementation Training completion is required).

#### **4. Contractor Responsibilities**

The Contractor shall:

- a. Provide ESL Classroom instruction.
- b. Provide services to LEP Pathway participants with limited English proficiency that falls within ESL Levels 1-6 as defined by the Washington State Learning Standards.
- c. Ensure that instruction and curriculum include work-related topics to help prepare participants for employment while learning English.
- d. Ensure that ESL classroom instructional services are provided in an appropriate teaching and learning environment.
- e. Utilize the Washington State Learning Standards as the basis for all learning goals and measures, as stated by the Washington State Board for Community and Technical Colleges,  
[http://www.sbctc.ctc.edu/docs/education/abe\\_pds/wa\\_st\\_adult\\_lrng\\_standards.pdf](http://www.sbctc.ctc.edu/docs/education/abe_pds/wa_st_adult_lrng_standards.pdf)
- f. Ensure that TANF participants have a referral from a DSHS Case Manager/Social Worker for ESL services.
- g. Accept or reject eJAS referrals within three business days.
- h. Establish contact with participants within 10 business days of the referral.
- i. Enter the ESL class actual start date within three business days following the start of activity.
- j. Administer CASAS testing for reading and listening and an ORIA-approved assessment for writing and speaking to determine the participant's initial ESL level.
- k. Document and report LEP TANF parent's unsupervised homework hours. One hour of unsupervised homework hours may be claimed for each hour of scheduled class time towards State of Washington's federal participation rate. To document the total expected class time and unsupervised homework hours and report hours of participation:
  - (1) Community or technical college Contractors will use the WorkFirst Homework Calculator Tool to determine and document the total number of hours per week the parent will be participating, including: scheduled class time, unsupervised homework time, any scheduled supervised homework time and the maximum number of allowable educational hours. A copy of the completed WorkFirst Calculator Tool will be kept in the parent's file. Community or technical college Contractor will combine the parent's actual attended hours with the parent's homework hours from the WorkFirst Homework Calculator Tool (under the WorkFirst Handbook section 5.2.9 at

[http://www.dshs.wa.gov/ESA/wfhand/5\\_2.htm](http://www.dshs.wa.gov/ESA/wfhand/5_2.htm) to report total hours of participation via eJAS by the 10<sup>th</sup> of each month for the previous month.

- (2) Community Based Organization contractors are to complete the Educational and Homework Requirements Worksheet (EHRW) in the WorkFirst Handbook under sections 5.2.9 at [http://www.dshs.wa.gov/ESA/wfhand/5\\_2.htm](http://www.dshs.wa.gov/ESA/wfhand/5_2.htm) to document weekly class hours and expected unsupervised homework hours. The Contractor must put a copy of the EHRW in the parent's case file. To claim homework hours, the Contractor will **double the parent's actual attendance hours** to report total hours of participation via eJAS by the 10<sup>th</sup> of each month for the previous month.
- l. Assess participants' literacy skills at the end of each quarter to determine language level gains by using the CASAS assessment system for reading and listening and an ORIA-approved assessment tools for speaking and writing. Assessment tools developed by the Contractor must be pre-approved by the ORIA Program Manager prior to use under this contract.
- m. Document participants' pre-test and post-test scores on the ESL Assessment and Progress Documentation form provided by ORIA. This form must be completed for each participant whenever an initial placement is completed and at the end of each quarter when participant's literacy skills are being assessed for progress and/or skill/level gains.
- n. Refer participant to CSO staff for support services when needed (i.e. transportation, childcare).

## 5. eJAS Reporting Requirements

The Contractor shall use the DSHS eJAS system to report the following information on each LEP TANF participant:

- a. In eJAS Client Demographic screen:
  - (1) Change the LEP indicator from NO or NOT TESTED to YES in the LEP field.
  - (2) Enter or update ESL Level and ESL test date.
- b. In eJAS Client Notes screen:
  - (1) Document participation and progress on a quarterly basis.

Note: Failure to document within the 30 calendar days from the end of the month may result in payment denial.
  - (2) Enter participant's test date, test form numbers, test scores and level gains at the end of each quarter.
- c. Notify the referring CSO, using Immediate Notify feature in the eJAS after participant had two **excused** or **unexcused** absences in one calendar month.

- d. Report total hours of participation by the 10th of each month for the previous month's activities using eJAS Multiple Client Monthly Participation screen. The actual hours of participation includes the actual hours attended plus allowable homework hours, see 4k (1) and (2).

## 6. Documentation

The Contractor shall maintain a separate case file for each participant. Each case file shall include the following:

- a. Legible copies of front and back side of the Permanent Resident Card (I-551), I-94 or other USCIS documentation verifying current immigration status;
- b. ESL Assessment and Progress Documentation form;
- c. A copy of the LEP TANF parent's expected unsupervised homework hours as documented on the EHRW or the WorkFirst Homework Calculator Tool;
- d. Attendance records;
- e. Narrative summary on each non-TANF participant's academic progress at the end of each quarter.

## 7. Performance Measures

For the purpose of the ongoing LEP Pathway program planning, ORIA will assess the Contractor's ESL performance based on the number of ESL language level gains within the contract year. The level gains are based on CASAS scores and ORIA's approved test scores.

## 8. Consideration

- a. Participants' language level gains shall be determined based on quarterly CASAS testing and ORIA-approved speaking and writing tests.

(1) Language level gains for Reading and Listening payments are billable within the following score ranges:

| CASAS Level and Score Ranges | WA State Learning Standards Level | ORIA Language Level | Minimum Score | Maximum Score |
|------------------------------|-----------------------------------|---------------------|---------------|---------------|
| A (180 and below)            | 1                                 | 1A                  | 150           | 160           |
|                              |                                   | 1B                  | 161           | 170           |
|                              |                                   | 1C                  | 171           | 180           |
| A (181-190)                  | 2                                 | 2                   | 181           | 190           |
| A (191-200)                  | 3                                 | 3                   | 191           | 200           |
| B (201-210)                  | 4                                 | 4                   | 201           | 210           |
| B (211-220)                  | 5                                 | 5                   | 211           | 220           |
| C (221-235)                  | 6                                 | 6                   | 221           | 235           |

- (2) Language level gain for Speaking and Writing payments are billable based on application of the Washington ESL Adult Learning Standards skill indicators, with passing test score of at least 75%.

| WA State Learning Standards Level | ORIA Language Level | Minimum Score |
|-----------------------------------|---------------------|---------------|
| 1                                 | 1A                  | 75% Pass      |
|                                   | 1B                  | 75% Pass      |
|                                   | 1C                  | 75% Pass      |
| 2                                 | 2                   | 75% Pass      |
| 3                                 | 3                   | 75% Pass      |
| 4                                 | 4                   | 75% Pass      |
| 5                                 | 5                   | 75% Pass      |
| 6                                 | 6                   | 75% Pass      |

- b. Requests for payment for level gains shall include submission of participants' ESL Assessment and Progress Documentation form. Testing and scoring sheets for Speaking and Writing shall be attached as backup documentation.
- c. Payment shall only be made for the highest level gain per literacy skill per participant and per quarter, unless an exception is granted by the ORIA Program Manager.
- d. Payment shall only be made once per ORIA language level gain per skill within the last two or more contract years.

e. **DSHS shall pay the Contractors as follows:**

- (1) **Payment Point #1: \$100** per participant, per contract year for administering the CASAS assessment including the appraisal and subsequent pretest to establish the participant's initial level. (Billing Code - AS)
- (2) **Payment Point #2: Up to \$1,800** per participant who completes the Language Level 1A, per attainment of each literacy skill as follows:

| Billing Codes | Level 1A Literacy Skills | Rate(s) |
|---------------|--------------------------|---------|
| B1            | Reading                  | \$450   |
| L1            | Listening                | \$450   |
| S1            | Speaking                 | \$450   |
| W1            | Writing                  | \$450   |

- (3) **Payment Point #3: Up to \$1,800** per participant who completes the Language Level 1B, per attainment of each literacy skill as follows:

| Billing Codes | Level 1B Literacy Skills | Rate(s) |
|---------------|--------------------------|---------|
| 1B            | Reading                  | \$450   |
| 1L            | Listening                | \$450   |
| 1S            | Speaking                 | \$450   |
| 1W            | Writing                  | \$450   |

- (4) **Payment Point #4: Up to \$1,800** per participant who completes the Language Level 1C, per attainment of each literacy skill as follows:

| Billing Codes | Level 1C Literacy Skills | Rate(s) |
|---------------|--------------------------|---------|
| CB            | Reading                  | \$450   |
| CL            | Listening                | \$450   |
| CS            | Speaking                 | \$450   |
| CW            | Writing                  | \$450   |

- (5) **Payment Point #5: Up to \$1,800** per participant who completes the Language Level 2, per attainment of each literacy skill as follows:

| Billing Codes | Level 2 Literacy Skills | Rate(s) |
|---------------|-------------------------|---------|
| B2            | Reading                 | \$450   |
| L2            | Listening               | \$450   |
| S2            | Speaking                | \$450   |
| W2            | Writing                 | \$450   |

- (6) **Payment Point #6: Up to \$1,800** per participant who completes the Language Level 3 per attainment of each literacy skill as follows:

| Billing Codes | Level 3 Literacy Skills | Rate(s) |
|---------------|-------------------------|---------|
| B3            | Reading                 | \$450   |
| L3            | Listening               | \$450   |
| S3            | Speaking                | \$450   |
| W3            | Writing                 | \$450   |

- (7) **Payment Point #7: Up to \$1,800** per participant who completes the Language Level 4, per attainment of each literacy skill as follows:

| Billing Codes | Level 4 Literacy Skills | Rate(s) |
|---------------|-------------------------|---------|
| B4            | Reading                 | \$450   |
| L4            | Listening               | \$450   |
| S4            | Speaking                | \$450   |
| W4            | Writing                 | \$450   |

- (8) **Payment Point #8: Up to \$1,800** per participant who completes the Language Level 5, per attainment of each literacy skill as follows:

| Billing Codes | Level 5 Literacy Skills | Rate(s) |
|---------------|-------------------------|---------|
| B5            | Reading                 | \$450   |
| L5            | Listening               | \$450   |
| S5            | Speaking                | \$450   |
| W5            | Writing                 | \$450   |

- (9) **Payment Point #9: Up to \$1,800** per participant who completes the Language Level 6, per attainment of each literacy skill as follows:

| Billing Codes | Level 6 Literacy Skills | Rate(s) |
|---------------|-------------------------|---------|
| B6            | Reading                 | \$450   |
| L6            | Listening               | \$450   |
| S6            | Speaking                | \$450   |
| W6            | Writing                 | \$450   |